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5 August 1957

MEMORANDUM FOR: Director of Communications
Comptroller
Director of Logistics
Director of Personnel
Director of Training
Special Support Asst to the DD/S

SUBJECT : Administrative/Support Workload at Small Stations/Bases

1. The attached study has been prepared by the Management Staff. During the stage of preparation and coordination many of the original recommendations proposed by the Management Staff have been implemented through action taken by the various support offices. Also, among the recommendations now remaining the majority of proposals have been incorporated into proposed handbooks due for publication in the near future. 25X1
2. A representative of the Management Staff will contact your office during the next week to discuss those recommendations concerning your office. Management Staff will be responsible for preparing a report to reach the Deputy Director (Support) by 15 September 1957 indicating the specific status of each recommendation in the study.
3. The assistance rendered by your office in contributing to the objective of reducing administrative/support workload in small stations and bases is appreciated.

H. GATES LLOYD
Acting Deputy Director
(Support)

1 Incl:
Staff Study,
subject as above.

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